

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6897	Effective Date: August 20, 2000 April 25, 1999	Index Reference: Position, Review, Reclassification Reallocation, Effective Date	Regulation Number: 4.05
Issuing Bureau: Human Resource Services	Rule Reference: Rules <u>1.3</u> , 4-1.2, 4-1.6 , 4-2.1 and 4-2.1b	Replaces: Reg. 4.05 <u>April 25, 1999</u> (
Subject: FREQUENCY OF REVIEW OF POSITIONS			

AUTHORITY

The Michigan Constitution of 1963, Article 11, Section 5, states in part:

~~The commission shall classify all positions in the classified service according to their respective duties and responsibilities . . . make rules and regulations covering all personnel transactions and regulate all conditions of employment in the classified service.~~

1. PURPOSE

The purpose of this regulation is to establish the standards and procedures governing how often a position can be reviewed to ensure proper classification.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

Chapter 4 of the ~~Michigan Civil Service Commission Rules~~ provides the basis for how often a position can be reviewed.

A. Rule 1-3 Regulations. --- The state personnel director is authorized to issue regulations that the director deems to be necessary or useful. A regulation issued by the state personnel director shall be binding on the department of civil service unless the commission finds that the regulation violates a rule. The state personnel director shall make all regulations available to employees through their personnel offices and the internet.

B. Rule 4-1.2 ~~Allocation~~ Classification. — All positions established in the classified service ~~shall~~ must be reviewed to classify the position properly ~~for purposes of determining their appropriate allocations.~~

~~**Rule 4-1.6 Regulations.**— The state personnel director shall issue any regulations necessary to implement the provisions of this chapter.~~

C. Rule 4-2.1 Position Classification~~Allocation~~ Review. — The department of civil service shall~~will~~ provide for both a periodic and ongoing review of positions in the classified service for the purpose of reviewing the~~allocations of to ensure~~ positions ~~to ensure they~~ continue to be properly classified. . . .

(b) **Frequency of review.** ~~A#~~The classification of an occupied position may be reviewed ~~for allocation once in every~~in any ~~twelve~~12-month period, unless otherwise approved by the state personnel director. When a significant, substantial, or material change has occurred in the duties and responsibilities, the department of civil service may require the appointing authority to establish a new position that is properly classified~~a new position establishment may be required~~. The classification allocation of a position or appointment of an incumbent employee to a position constitutes a position review for the purposes of this rule. . . .

3. STANDARDS

~~1.A.~~ The Department of Civil Service~~Bureau of Human Resource Services (Bureau)~~ may review an occupied position no more than once in any 12-month period (2080 hours). If a significant, substantial, or material change has occurred since the last position review, a new position establishment may be required (reference classification regulation 4.01, Establishment and ~~Reclassification~~Reallocation of Nonpreauthorized Positions Actions That Require Civil Service Review).

~~2.B.~~—The appointing authority may review an occupied position in a preauthorized classification~~classification~~ no more than once in any 12-month period (2080 hours).

~~3.C.~~—The appointing authority may request a classification review of a vacant position at any time prior to an appointment.

~~4.D.~~—The date of the last position review is:

~~a.1.~~—When a vacant position~~position~~ is filled~~established or an existing position is vacant~~, the 12-month period begins with the appointment date of the incumbent.

~~b.2.~~—When the last classification action was taken on an existing occupied position is occupied, the effective date of the last classification action is the date of the last position review.

Note:- When a classification action is appealed, the effective date of the original action giving rise to the appeal is ~~constitutes~~ the date of the last position review.

~~5.E.~~—An early ~~reclassification~~~~reallocation~~ is a request to review and ~~reclassify~~~~reallocate~~ a position before the 12-month period (2080 hours) has elapsed from the date of the last position action, or a ~~reclassification~~~~reallocation~~ of more than one level. The appointing authority can request a review of a position in any classification ~~classification at the entry/trainee level up to the advanced level (preauthorized or preauthorizable classifications)~~ before the 12-month period (2080 hours), if the request meets one of the conditions listed below.

~~a.1.~~ The ~~employee~~~~incumbent~~ is performing the higher grade-level work in a bachelor-degreed classification and possesses a directly related master degree, doctorate degree, or a recognized occupational license, which is not a part of the ~~classification's~~~~classification's minimum~~ requirements. This may be substituted only once for six months of experience for any individual employee in the class series and only after the ~~employee~~~~incumbent~~ has served six months (1040 hours) in the position.

~~b.2.~~ The ~~employee~~~~incumbent~~ is performing higher level work and possesses a minimum of twelve months (2080 hours) in multiple positions in the same classification and there is directly related value that the employee brings from the prior position~~classification~~. Both the value and relatedness of such prior position experience must be documented by the appointing authority.

(a) The appointing authority may execute a reclassification effective date approval when the twelve month (2080 hour) requirement is satisfied for the next level within the preauthorized class series. The appointing authority shall retain documentation verifying the value and relatedness of the prior experience.

(b) The appointing authority may submit a request to the Department of Civil Service for accelerated reclassification of employees in classifications that require Civil Service Review. In these situations, the appointing authority must document the value and relatedness of the prior position experience on the CS-129.

3. There has been atypically rapid growth (over the course of six months) in the assigned duties and responsibilities of the employee as documented on the Position Description and the employee qualifies for the higher level. The ~~employee~~~~incumbent~~ is performing the higher-level work and meets the minimum requirements for the higher-level classification as determined by a Qualification Review (CS-153A), or as evidenced by the employee's name appearing in the higher-level applicant pool after the incumbent has served six months (1040 hours) in the position. Incumbent's name on the employment list

~~means that the incumbent meets the minimum qualifications for that classification. If necessary, a Request for a Qualification Review (CS-153A) form can be submitted to determine incumbent's qualifications.~~

- ~~6. The appointing authority can request an early reallocation before the 12-month period, for all positions (in preauthorized and nonpreauthorized classifications), if all of the following conditions exist:~~
 - ~~a. The position has experienced rapid growth in the assigned duties and responsibilities as documented on the Position Description;~~
 - ~~b. The incumbent has served six months in the position and has an exemplary six-month service rating; and~~
 - ~~c. The incumbent can be appointed from the employment list for the requested classification or was appointable at the time of the initial appointment to the position. Names on the recall employment lists (Employment List Types 2 and 3) will block an early reallocation.~~

Note: For purposes of meeting the one-year probationary period requirement, ~~employees/incumbents reclassified/reallocated~~ early to a the higher classification level will have the time hours already served in the position at the lower level credited toward completing meeting the 2080-hour probationary period required for the appointment.

~~7.F. An early reclassification reallocation~~ will be approved only once for an employee incumbent in a class series ~~a class series~~.

~~8.G. Only appointing authorities can request early reclassifications/reallocations.~~ Early ~~reclassifications/reallocations~~ requested pursuant to Civil Service Regulation 4.09, *Employee Generated Position Reviews*, will not be honored.

~~9.H. Retroactive effective dates as described in Civil Service Regulation 4.04, Effective Dates for Classification Actions will not be assigned to an early reclassification/reallocation, with the exception of Standard C.1, of Regulation 4.04, Effective Dates for Classification Actions.~~

~~10. The appointing authority can request a six-month position review (1040 hours or 13 pay periods) prior to the appointment of the incumbent.~~

~~11. If a position in a preauthorized classification is not reallocated after the incumbent has completed 2080 hours at the entry/trainee and intermediate levels, the appointing authority must have documentation in the agency's position file from agency management stating that the incumbent is not satisfactorily performing the higher-level duties or has a less than satisfactory service rating.~~

4. PROCEDURES

A. ADVANCED LEVEL AND ABOVE EARLY RECLASSIFICATIONS

<u>Responsibility</u>	<u>Action</u>
Appointing Authority	<ol style="list-style-type: none">1. Submits a Position Action Request (CS-129T) form, Position Description (CS-214) form, and any other necessary documents to the <u>Department of Civil ServiceBureau</u> for review <u>for any early reclassifications at the advanced-level or above.</u>2. Reviews the request to determine if the position can be reviewed based on the above standards. Documents the decision.3. Enters the necessary approved information in the <u>Human Resources Management Network (HRMN) Personnel Payroll Reporting Information System of Michigan (PPRISM)</u> and releases the Position Action <u>RequestResponse</u> (CS-129A) form. If disapproved, documents the reasons on the Position Action <u>RequestResponse</u> form, releases it, and informs <u>employeeincumbent</u> of the classification action and appeal rights.
<u>Department of Civil ServiceBureau</u>	
Appointing Authority	<ol style="list-style-type: none">4. 4. Receives the Position Action <u>RequestResponse</u> form and <u>verifies matches in the HRMN PPRISM and informs agency management.</u>

B. EARLY RECLASSIFICATIONS ON PREAUTHORIZED POSITIONS

<u>Responsibility</u>	<u>Action</u>
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Appointing Authority 1. Enters the necessary information into the HRMN as authorized in Regulation 4.02, Standard A.7.

CONTACT

Questions regarding this regulation should be directed to the **Bureau of Human Resource Services**, Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 373-3048 or 1-800-788-1766, or MDCS-BHRS@state.mi.us.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.